

Nonpoint Source Grants Webinar

Watershed Planning:
Eligibility, Priorities, Process



Housekeeping

- All lines will be muted.
- Questions can be sent to us via the question/chat box.
- We will use polls during the webinar.
- A short survey will be sent after the webinar – please respond.
- We will record the webinar and post it online.

Today's Presenters



Rob Selesky



Bob Sweet

Rob Selesky

- Agenda
- Process and Schedule
- Eligibility Criteria
- Priority Planning Areas



Agenda

- Process and Schedule
- Eligibility Criteria
- Priority Planning Areas
- Program Priorities
- Watershed Planning 101
- Forms and Such
- Proposal Tips

Watershed Planning RFP

- About \$172,000 is available.
- A minimum 15% local match is required.
- Projects must update an existing plan or produce a new plan.
- Planning projects are typically funded for 2 years but lengths up to 3 years will be considered.
- Separate Implementation RFP.

Watershed Planning RFP Process/Schedule

- RFP released Thursday August 11, 2016.
- NOIs will **not** be used.
- Full proposals due Wednesday, September 14, 2016.
- Anticipate awarding funds for successful projects mid-December 2016.

Eligible Applicants

- Regional planning agencies
- Councils of government
- Other non-federal or non-state public planning agencies

In addition, all applicants must:

- Supply proof of a successful financial audit,
- Be in good standing with DEQ programs:
 - No demonstrated inability to manage a grant or meet the obligations in a project contract with the DEQ,
 - No DEQ grant revoked or terminated.
- Not on the Federal Debarment and Suspension List,
- Not an Iran-linked business.

Eligible Activities

- Consistent with NPS Program Plan
- Activities needed to develop or update an approvable plan

Ineligible Activities

- Activities not needed to develop a plan.
- Implementation activities

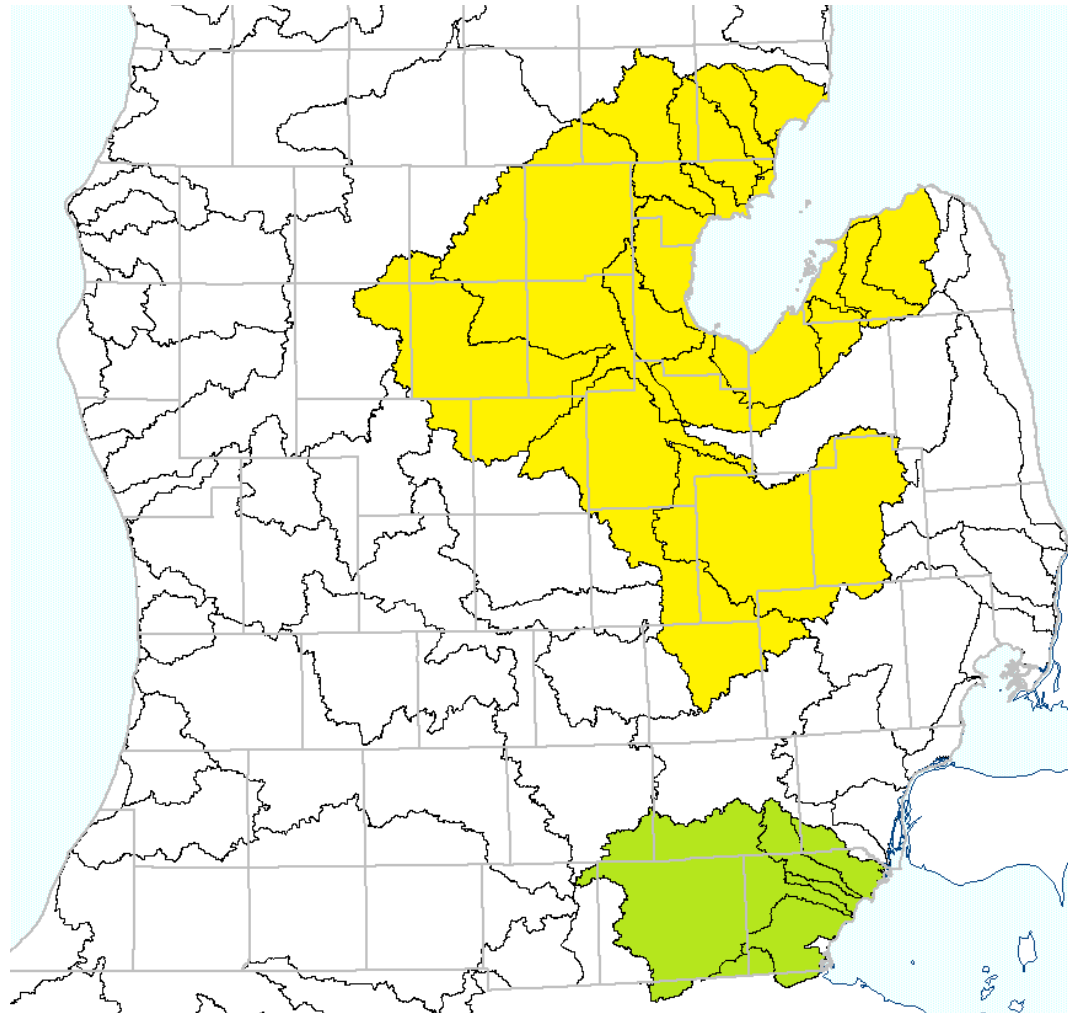
Planning Project Requirements

- Projects must result in a CMI/319 approvable watershed management plan
- Projects must be hydrologically based.
- Projects must include list of targeted pollutants.
- Projects must consider wetlands.

Watershed Planning Funding Priorities

- Proposals for watershed management plans that will address phosphorus inputs to :
 - Western Basin of Lake Erie (excluding HUCs 041000010202 - LaPointe Drain, 04100003 – St. Joe of the Maumee, and 04100006 – Tiffin/Bean), and
 - Saginaw Bay (all HUCs within the 0408 subregion except 04080205 - Cass River).
- Proposals to update selected Watershed Management Plans previously approved by the DEQ.

Watershed Planning Priority Areas



Why Watershed Management Plans

The primary purpose of a nine-element watershed management plan is:

- To bring stakeholders together
- To restore designated uses impaired by NPS pollutants
- To protect designated uses from becoming impaired by NPS pollutants
- To identify and remediate the sources and causes of NPS pollutants

Questions?

- Process and Schedule
- Eligibility Criteria
- Priority Planning Areas
- Program Priorities



Bob Sweet

- Watershed Planning 101
- Forms and Such
- Proposal Tips
- Wrap Up



Watershed Plan Criteria

Clean Michigan Initiative (CMI)

- 1998 – CMI rules
- 11 elements
- Strong inventory and outreach
- DEQ “Blue Book”

Federal Clean Water Act (319)

- 2004 Nonpoint Source Guidance
- 9 elements (41 sub-elements)
- Focus on quantification
- EPA Handbook

Nine Elements

Element A - Identification of causes of impairment and pollutant sources or groups of similar sources that need to be controlled to achieve needed load reductions, and any other goals identified in the watershed plan.

Element B - An estimate of the load reductions expected for the management measures.

Element C - A description of the NPS management measures that will need to be implemented to achieve the load reductions estimated, and an identification of the critical areas in which those measures will be needed to implement this plan.

Nine Elements Continued

Element D - An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon, to implement this plan.

Element E - An information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented.

Element F - A schedule for implementing the NPS management measures identified in this plan that is reasonably expeditious.

Element G - A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented.

Nine Elements Continued

Element H - A set of criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made towards attaining water quality standards and, if not, the criteria for determining whether this watershed-based plan needs to be revised.

Element I - A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (h) immediately above

Nonpoint Source Program Website

www.michigan.gov/nps

- For information and help
- Staff contact information
- The RFP and appendices
- All forms and instructions

Cover Sheet



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER RESOURCES DIVISION

NONPOINT SOURCE PROGRAM

FISCAL YEAR 2017 PLANNING GRANT APPLICATION COVER SHEET

Authorized by 1994 PA 451

Completion of this form is required in order to receive grant consideration.

Tracking Code Number: 2017- _____

Project Name: _____

Project Location (Primary County): _____

Water Body Name: _____ HUC: _____

Centroid Latitude: _____

Centroid Longitude: _____

Organization Name: _____

Organization Address: (# and Street Name) _____

(City) _____ (State) _____ (Zip Code) _____

Organization DUNS #: _____ Organization Federal ID #: _____

Contact Person: _____
(Name) (Title)

Contact's E-Mail: _____ Organization Phone: _____

☐ Proposal for a new plan

☐ Proposal to update existing plan (if so, please give name of plan and approval information)

Watershed Plan Name: _____

Watershed Plan is approved **Select one** Date(s) of approval _____

Grant Amount Requested:	+ Local Match:	= Project Total:	Match %
\$0.00	\$0.00	\$0.00	0.00%

Senate District Number(s): _____

Representative District Number(s): _____

Person with Grant Acceptance Authority: (Name) _____, (Title) _____

Signature: _____ Date: _____



Finding your HUC

- Go to: <https://ejscreen.epa.gov/mapper/>
- Enter the City and State of your project area.
- Select “Add Maps” on the menu on the top of the screen.
- Select “Additional Maps” and then “Water Features”
- Check one of the “Watersheds” Box
- Select the area of the map you are interested in and the water body name and HUC code will appear.

Project Description

- 6 Required Elements
 - A. Statement of water quality concerns/issues
 - B. Project goals and objectives
 - C. Organization Information
 - D. Partners and Related Funding
 - E. Evaluation and Monitoring
 - F. Project Summary

Application Tip: Project Description

- Focus on elements B, D, and E (goals, partners, and monitoring).
- For element F (summary) include very basic watershed description (size and land use), pollutants and sources, key tasks.
- Maximum 5 pages. You must include all 6 elements (but don't have to fill all 5 pages).
- Element E: All projects require some type of evaluation...Try "Approved plan".

Application Tips: Project Description

Element E - Monitoring Tables

Social Monitoring

Purpose of the monitoring (i.e., the question to be answered):							
Target Audience Description							
Survey type (mail, phone, etc.):		Population Size		Sample size:		Expected return rate for mail surveys:	

Questions? Contact Robert Sweet:

- sweetr@michigan.gov or 517-284-5520

Environmental Monitoring

Purpose of the monitoring (i.e., the question to be answered):			
Parameters to be measured:			
Number of locations to be sampled:		Sampling frequency:	

Questions? Contact Joe Rathbun:

- rathbunj@michigan.gov or 517-284-5517

Work Plan

- Task by task description of proposed work:
 - Identify what will be done
 - Identify who
 - Identify how much
 - Identify products

Required Tasks

Grant Administration and Close Out – x%

- A. Develop and submit quarterly status reports following DEQ guidance. Reports will be submitted within 30 days of the end of each quarter.
- B. Provide draft and final products and deliverables as specified in the [Nonpoint Source Grant Administrative Summary](#).
- C. Develop and submit a draft final report following DEQ guidance, at least 45 days prior to the end of the project. Incorporate DEQ comments and submit final report within 30 days of the end of the grant.
- D. Submit a project fact sheet using the DEQ template. The draft project fact sheet is due 30 days prior to the end of the project. The final project fact sheet will be submitted with the final report.
- E. Submit an electronic copy of all project-related photos with the final report.

Products: Quarterly reports, copies of all products and deliverables in the quantities and format specified, draft and final project report and project fact sheet.

Budgets

- Only yellow shaded cells are available for data entry.
- Each line must have:
 - Name,
 - Quantity (Hours or Units), and
 - Rate.
- Adjust grant/match amounts by changing the grant amount.
- Two types based on indirect.

NICRA



NEGOTIATED INDIRECT COST RATE AGREEMENT

Date: February 24, 2015

ORGANIZATION

World Resources Institute
10 G Street, NE Suite 800
Washington, DC 20002

The rate(s) approved in this Agreement are for use on grants, contracts and other agreements with the Federal Government to which OMB Circular A-122 applies, subject to the conditions in section II.A, below. The rate(s) was/were negotiated by the U.S. Agency for International Development in accordance with the authority contained in Attachment A, Section E.2.(a), of the Circular.

SECTION I: NEGOTIATED INDIRECT COST RATES

Type	Effective Period		Indirect Cost Rates				
	From	Through	Fringe Benefits		Facility	G&A	Sub-Awards
			Regular & Term Staff	Temp.			
Final	10-01-13	09-30-14	(a) 41.97%	(b) 5.92%	(c) 20.71%	(d) 13.09%	(e) 4.13%
Provisional	10-01-14	Until Amended	42.97%	5.95%	11.35%	10.58%	5.02%

Base of Application

- (a) Regular and term staff salaries excluding fellowship stipends, intern programs and outside temporary help
- (b) Temporary staff salaries excluding fellowship stipends, intern programs and outside temporary help
- (c) Total direct costs and applicable fringe benefits excluding sub-award costs
- (d) Total direct cost and applicable fringe benefits excluding sub-award costs
- (e) Total sub-award costs

U.S. Agency for International Development
1300 Pennsylvania Avenue, NW
Washington, DC 20523
www.usaid.gov

E. SPECIAL REMARKS:

- Indirect costs charged to Federal grants/contracts by means other than the rate(s) cited in the agreement should be adjusted to the applicable rate(s) cited herein which should be applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.
- Grants/contracts providing for ceilings as to the indirect cost rate(s) or amount(s), which are indicated in Section I above, will be subject to the ceilings stipulated in the grant, contract or other agreement. The ceiling rate(s) or the rate(s) cited in this Agreement, whichever is lower, will be used to determine the maximum allowable indirect cost on the grant or contract agreement.
- The rate(s) hereby approved is/are subject to periodic review by the Government at any time their use is deemed improper or unreasonable. You are requested to advise the Government promptly of any circumstances, which could affect the applicability of the approved rate(s).
- You are directed to promptly submit adjustment vouchers or final vouchers for all flexibly priced grants, contracts or other agreements. Audit adjustments should be clearly delineated so as to be readily identifiable for verification by this office. Care should be taken that amounts claimed do not exceed award limitations or indirect cost rate ceilings.

ACCEPTED: World Resources Institute

By: _____

Signature

Steven L. Barker

Printed or Typed Name

CF40

Title

2/26/15


Date

James N. Davis

Contracting Officer
Overhead, Special Cost and Closeout Branch
Cost, Audit and Support Division
Office of Acquisition and Assistance
U.S. Agency for International Development

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY WATER RESOURCES DIVISION - NONPOINT SOURCE PROGRAM FY16 PROPOSAL NICRA BUDGET FORM <small>(Authorized by 1994 P.A. 451)</small>					
Applicant Name:					
Project Name:					
Tracking Code Number:					
STAFFING	HOURS	RATE	GRANT AMOUNT	LOCAL MATCH AMOUNT	TOTAL
NAME & TITLE		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
	TRAVEL MILEAGE	MILES			
		NIGHTS	RATE		
	LODGING		\$ -	\$ -	\$ -
STAFFING Subtotal		QUANTITY	RATE		
	MEALS		\$ -	\$ -	\$ -
	OTHER (tolls, parking, etc.)	QUANTITY	RATE		
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
	TRAVEL Subtotal		\$ -	\$ -	\$ -
	PROJECT Subtotal		\$ -	\$ -	\$ -
	INDIRECT RATE	0.00%	RATE		
	INDIRECT COSTS (Summarize Below)		\$ -	\$ -	\$ -
	TOTAL GRANT AND MATCH BUDGET		\$ -	\$ -	\$ -
	Project Percentage Split				
FRINGE BENEFITS Subtotal					
STAFFING AND FRINGE BENEFITS Subtotal					
CONTRACTUAL SERVICES	HOURS or UNITS				
NAME					
CONTRACTUAL SERVICES Subtotal					
SUPPLIES, MATERIALS AND EQUIPMENT					
SUPPLIES & MATERIALS (itemize)	QUANTITY				
Subtotal		\$ - \$ - \$ -			
Total Match Must Equal Amount in Budget Sheet Above		\$			

De minimis Budget Form

 MICHIGAN DEPARTMENT OF TRANSPORTATION WATER RESOURCES DIVISION - NONPOINT SOURCE PROGRAM TYPE PROPOSAL 182 DE MINIMIS BUDGET FORM Nickigen NPS Program Revised by 12/14 P.A. 451					
Applicant Name:					
Project Name:					
Tracking Code Number:					
STAFFING					
NAME & TITLE	HOURS	RATE	GRANT AMOUNT	LOCAL MATCH AMOUNT	TOTAL
		\$ -	\$ -	\$ -	\$ -
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		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
STAFFING Subtotal			\$ -	\$ -	\$ -
FRINGE BENEFITS (see instruction 482)					
NAME & TITLE		RATE			
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		\$ -	\$ -	\$ -	\$ -
FRINGE BENEFITS Subtotal			\$ -	\$ -	\$ -
STAFFING AND FRINGE BENEFITS Subtotal					
CONTRACTUAL SERVICES	HOURS or UNITS	RATE or TOTAL			
NAME		\$ -	\$ -	\$ -	\$ -
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CONTRACTUAL SERVICES Subtotal			\$ -	\$ -	\$ -
SUPPLIES, MATERIALS AND EQUIPMENT					
SUPPLIES & MATERIALS (see instruction 483)	QUANTITY	COST			
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		\$ -	\$ -	\$ -	\$ -
SUPPLIES AND MATERIALS Subtotal			\$ -	\$ -	\$ -
EQUIPMENT (see instruction 484)					
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
EQUIPMENT Subtotal			\$ -	\$ -	\$ -
MATERIALS AND EQUIPMENT Subtotal					
TRAVEL	MILES				
MILEAGE		\$ -	\$ -	\$ -	\$ -
LODGING	NIGHTS	RATE			
		\$ -	\$ -	\$ -	\$ -
MEALS	QUANTITY	RATE			
		\$ -	\$ -	\$ -	\$ -
OTHER (see instruction 485)	QUANTITY	RATE			
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
TRAVEL Subtotal			\$ -	\$ -	\$ -
PROJECT Subtotal					
INDIRECT COSTS					
TOTAL GRANT AND MATCH BUDGET			\$ -	\$ -	\$ -
Project Percentage Split			\$ -	\$ -	\$ -

Grant	Staffing and Fringe	Match
\$ -	Staffing and Fringe	\$ -
\$ -	Eligible Contractual Services	\$ -
\$ -		\$ -
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\$ -	Supplier and Materials	\$ -
\$ -	Travel Costs	\$ -
\$ -	Sum of Eligible Costs	\$ -
\$ -	Total Direct Costs	\$ -
\$ -	Final Indirect Costs	\$ -

Grant		Match
\$ -	Staffing and Fringe	\$ -
\$ -	Eligible Contractual Services	\$ -
\$ -		\$ -
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\$ -		\$ -
\$ -		\$ -
\$ -		\$ -
\$ -		\$ -
\$ -		\$ -
\$ -	Supplies and Materials	\$ -
\$ -	Travel Costs	\$ -
\$ -	Sum of Eligible costs	\$ -
\$ -	Total Direct Costs	\$ -
\$ -	Total Indirect Costs	\$ -

Timeline

Elk River Watershed Protection

Tracking code 2015-0030

TIMETABLE

Task	Oct-Dec 2015	Jan-Mar 2016	Apr-Jun 2016	Jul-Sep 2016	Oct-Dec 2016	Jan-Mar 2017	Apr-Jun 2017	Jul-Sep 2017	Oct-Dec 2017	Jan-Mar 2018	Apr-Jun 2018	Jul-Sep 2018	Oct 2018
Task 1. Coordinate and conduct environmental monitoring and follow-up outreach activities throughout duration of the grant. (Gronk – 18%, Myers – 18%, Gelb-3%, TWC).													
A. Develop and submit Quality Assurance Project Plans (QAPP)	X	X											
B. Perform riparian buffers surveys in the ERCOL			X	X			X	X					
C. Compile data, develop GIS data layers, maps to display survey results, summary reports, and a detailed final report.					X	X			X	X			
D. Send survey results and outreach materials to riparian landowners.							X	X			X	X	
E. Develop website	X	X											
F. Provide outreach to riparian landowners							X	X	X	X	X	X	
G. Provide riparian buffers survey information to local governments					X	X	X	X	X	X	X	X	
H. Complete short monitoring summary					X	X							

Attachments

- Required for all proposals:
 - Map(s).
 - Independent Auditors Report.

- May be required:
 - Statement on Implementation.
 - NICRA.
 - Letter(s) of Commitment.

Checklist

Checklist for a Complete Application

Number the pages of your proposal. **Submit three copies of all portions of your application one copy of this checklist (completed and signed by the application preparer), and one electronic copy of the entire proposal.**

Your NPS Program *application* should consist of all of the following:

- ☐ One-page Application [Cover Sheet, EQP 9235](#).
- ☐ Maximum five-page Project Description which includes the monitoring information requested in element F (if applicable).
- ☐ Maximum four-page Work Plan with all mandatory elements.
- ☐ One or two-page Timetable.
- ☐ NPS Program Grant Application Budget Sheet, EQP 5834.

Attachments: Required as described on the previous page.

- ☐ [8.5" x 11" map or maps](#).
- ☐ Letter from a certified public accountant (CPA) showing a successful audit (an *Independent Auditors Report from a Comprehensive Annual Report*).
- ☐ [Negotiated Indirect Cost Rate Agreement \(if required\)](#).
- ☐ Statement on Implementation (if required, can also be included in project description).
- ☐ Letters of commitment (if required).

All other information—including binders, extraneous reports, and general letters of support—will not be considered, reviewed, or returned. We highly recommend that you contact the [NPS Program Staff](#) before submitting your proposals if you have any questions.

As the preparer of this application, my signature below indicates I have reviewed the Request For Proposals and the attached application is complete.

Signed: Type Name of Preparer Here

Putting Your Proposal Together

- Checklist
- 3 hard copies, 1 electronic copy
 - Cover sheet
 - Project Description
 - Work Plan
 - Budget
 - Timeline
 - Map(s)
 - Audit letter
 - NICRA*
 - Letter(s) of Commitment*
 - Statement on Implementation*

Proposal Submittal

- Delivered prior to 4:00 PM 9/14/2016
- OR-
- “Post marked” on or before 9/14/2016
- Tips
 - Metered mail stamp not acceptable.
 - Package must be less than 1 pound to use US Mail drop box.
 - Do Not Bind.
 - Fax or email submissions not accepted.

A Competitive Project?

- A complete package!
- Written well with all tasks identified.
- Clearly consistent with the NPS Priorities in the RFP.
- Consistent with NPS Watershed Planning Guidance.
- Work with NPS staff.

Questions?

- Watershed Planning 101
- Forms and Such
- Proposal Tips



Wrap Up

- Recording
- Evaluation
- Contacts:
 - Bob Sweet
 - sweetr@michigan.gov or 517-284-5520
 - Rob Selesky
 - seleskyr1@michigan.gov or 517-284-5505

Michigan Department of Environmental Quality

800-662-9278

www.michigan.gov/deq



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